



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.



Sandra K. Hawkins
Senior Client Account Manager
1500 MacCorkle Avenue, SE
Charleston, WV 25396

March 4, 2010
Purchasing Division
2019 Washington Street, East
PO Box 50130
Charleston, WV 25305-0130

Attention: Shelly Murray

RE: Request for Proposal for a Document Imaging and Content Management System;
LOT 454

Dear Ms. Murray:

On behalf of Verizon Business, thank you for the opportunity to submit our proposal in response to the RFP for Document Imaging and Content Management System. We have developed a solution that will address your requirements for:

- Document storage and retrieval
- Content management
- E-form creation
- Electronic Signature
- Workflow management
- Business Continuity and failover

In partnership with CMT Services, Inc., Verizon Business has provided the State of West Virginia Lottery Commission a solution that will solve the challenges of manually maintaining volumes of unstructured content that come in the form of email, web pages, forms and archives. It will also eliminate the need to process paper-based tasks manually by converting these documents into an electronic format for fast retrieval, printing, emailing and routing; as well as integrating a workflow management system in order to automate many of the processes within an organization. In addition, our solution will integrate within the State of West Virginia Lottery Commission's existing infrastructure, and has built-in disaster recovery and failover features.

We have formulated a secure, reliable and comprehensive solution that will leverage the West Virginia Lottery Commission's existing infrastructure, while automating many of the costly manual processes; thereby reducing costs.

Thank you for your consideration,

Sandra K. Hawkins
Senior Client Account Manager
sandra.k.hawkins@verizonbusiness.com

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WV PURCHASING
DIVISION